

29 January 1948

MEMORANDUM TO: All Panels of the Consultants Panel

SUBJECT: Monthly Report

1. It is requested that a monthly report be submitted to the Plans and Policy Staff by noon of the second working day after the end of each calendar month, to include:

- a. Recommended changes in the ORE Intelligence Plan.
- b. Intelligence produced -- List the special studies prepared by the Panel that do not come within the normal ORE and SR Series or current intelligence publications -- list the reports to which the Panel has contributed portions.
- c. Adequacy of intelligence coverage -- evaluate the adequacy of the treatment of your particular specialty in the intelligence produced by ORE during the past month. How adequately have the other IAC agencies treated your specialty in the intelligence produced by them during the past month? Have any of the other agencies taken a particular noteworthy stand on any issue? What topics do you feel need covering by CIA?)
- d. Functioning of the ORE organization as it touches upon the Panel. (Difficulties and problems covered by the present functioning of ORE. Suggestions for improvement.)
- e. Functions of the CIA organization as it touches upon the Panel. (What contact has the Panel had with OCD, OO, OSO, A&M, I&S, during the month? Describe the degree of cooperation encountered. Do these other offices of CIA fail to meet the needs of the Branch? In what way? What steps should be taken to improve the service by the other offices of CIA?)
- f. Recommendations.

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Chief, Plans and Policy Staff